

FILED: *Records 6-*
RETURN TO
RECORDS MANAGEMENT DIVISION

5 January 1956

MEMORANDUM FOR THE RECORD:

SUBJECT: DD/P Vital Materials Schedule

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2. It was proposed that the DD/P area adopt the cover sheet and form developed by this office for documenting the deposit of schedules for vital materials of the various components.

3. It was pointed out that use of these forms gave the schedules an official appearance and pinpointed the responsibility for the decisions on what to deposit, the frequency of deposit, and the removal of inactive or superseded material. It was also suggested that the forms could be used to pressure the depositing offices in bringing their schedules up to date by having a schedule prepared on the basis of current deposits and then requesting the office to either sign the schedule as being complete or bringing it up to date. The idea was received with apparent enthusiasm and Mr. [REDACTED] requested Mr. [REDACTED] to estimate the number of forms required. Subsequently, Mr. [REDACTED] called and requested 500 cover sheets and 1500 forms.

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